



***State of Washington  
Department of Transportation  
Notice to Consultants  
Bainbridge Island Ferry Terminal Master Planning, Overhead  
Passenger Loading and New Terminal Building Project***

The Washington State Department of Transportation (WSDOT) announces a Request for Statements of Qualifications (SOQ) from consultants interested in providing planning, urban design, engineering, architectural, environmental, and project management services for Washington State Ferries (WSF) for its Bainbridge Island Ferry Terminal Master Planning, Overhead Passenger Loading and New Terminal Building Project. The approximate value of the consultant agreement will be \$6 million to \$9 million for the updating and implementation of funded projects within WSF's Bainbridge Island Terminal 10-Year Capital Plan. However, the agreement's value may reach as high as \$17 million if additional design and construction work is funded by the legislature. WSDOT will award up to two (2) agreements.

**Project Description**

This project will update and implement WSF's Bainbridge Island Terminal 10-Year Capital Plan, according to which WSF will provide an inter-modal transportation center that meets travel demand over the next 30 years by increasing the terminal's overall efficiency. Efficiencies will be achieved through the following activities:

- By improving safety and circulation for transit vehicles, automobiles, commercial trucks, pedestrians, bicyclists, and persons with disabilities;
- By improving intermodal transportation connections for each of these transportation modes; and
- By providing expanded revenue-generating opportunities for the State of Washington.

The project will balance safety, access, mobility, and operational considerations against the project's impacts on the community and natural environment through extensive public involvement and offsite environmental mitigation.

The project includes review of an existing Master Plan Design Report and revisions as needed. The master planning effort will take into new requirements since the documentation was originally produced. Items include, but are not limited to changes in security requirements, fare collection, operations, and revenue generating opportunities. The project also includes a review and revisions as necessary to the Passenger Overhead Loading Design Report and preparation of a PS&E package. Additional project work includes design development and a PS&E package for a new Terminal Building.

**Schedule**

Master Plan: Begin January 2005 and complete January 2006. Passenger Overhead Loading: Begin design review June 2005 and PS&E complete June 2006. Terminal Building: Begin design January 2006 and PS&E Complete July 2007.

**General Scope of Work**

The work under this project shall consist of providing planning, engineering, architectural, and financial services through which to prepare planning, environmental and PS&E documentation for funded improvements within the Bainbridge Island Terminal 10-Year Capital Plan.

The consultant project manager will negotiate, develop, monitor and control the established project scope, schedule and budget through the management of his or her team. The consultant will be responsible for furnishing and managing all technical staff to deliver the contracted work product. The State reserves the right to retain portions of the project to complete in-house or to supplement consultant services with in-house staff. State staff may work in the consultant's offices.

This project will entail the following key elements:

- Review and revisions to the Master Plan Design Report;
- Review and revisions to the Passenger Overhead Loading Design Report and PS&E;
- Design Report and PS&E for the New Terminal Building;
- Project Management; and
- Environmental Documentation and Permitting.

As part of this work, the consultant shall perform the following:

- Review existing documentation, including but not limited to, the master plan, scoping and design reports;
- Create, maintain, and update a project schedule with resource loading in Primavera Project Planner (P3e/c);
- Review and consider how the funded and unfunded improvements fit together to provide a well-integrated multi-modal transportation center;
- Develop a strategy for determining the appropriate environmental and permit documentation for each phase including the master plan;
- Perform cost analysis and risk management process conforming to the WSF's risk management standard;
- Coordinate with WSF's Corporate Communications Office to obtain consensus from local residents and other stakeholders such as the City of Bainbridge Island, Washington State Patrol, Kitsap Transit, WSDOT Highways, non-motorized transportation advocates, commuters, and commercial vendors, among others;
- Negotiate with any affected tribes;
- Prepare the appropriate NEPA/SEPA documentation and necessary site-specific and phase-specific environmental permit applications;
- Identify, plan, coordinate and execute all tasks required to develop a complete set of plans, specifications, and estimates (PS&E) for each phase; and
- Provide construction project management support during the construction phase.

This project is an important element of WSF's overall strategic vision of creating a "quality based" work environment and delivering cost-effective projects that provide value to our customers. In keeping with WSF's strategic vision, the successful consultant shall:



- Demonstrate an understanding of the project management systems being implemented by WSF and how they will be integrated into the delivery approach for this project;
- Demonstrate a clear understanding of the guiding principles included within the WSF vision statement and how their approach to the work will ensure that these principles are achieved during project delivery;
- Demonstrate their ability to develop and implement creative design solutions to complex issues associated with the long-term development and the use of the Bainbridge Island terminal;
- Demonstrate experience on similar projects with significant architectural, financial, operational and engineering goals within a sensitive marine environment; and
- Demonstrate knowledge of all viable contracting methods including the newly acquired authority to use GC/CM contracting on WSF projects.

In addition, the successful project manager will have a proven record of implementing major transportation projects in a sensitive social, political, and economic environment. It is expected that his/her approach to keeping the project on schedule and budget will reflect past lessons learned in terms of getting projects built in challenging environments. As such, he/she will balance responsiveness to the various parties affected by the project with the responsibility to serve WSF's core mission.

Meanwhile, in terms of specific technical capabilities, the successful consultant team will demonstrate project-relevant expertise in the following disciplines:

- Urban planning and design (emphasizing intermodal transportation planning);
- Marine facilities planning and design;
- Architectural planning and design;
- NEPA/SEPA environmental documentation;
- Federal, state, and local land use and permitting;
- Tribal negotiation; and
- Environmental science.

Insofar as the scope of work includes the design and construction management of buildings, trestles, wing walls, dolphins, transfer spans, other marine structures, and site improvements, the required areas of technical expertise include, but are not limited to, the following:

- Civil engineering;
- Structural engineering;
- Mechanical engineering;
- Electrical engineering;
- Geotechnical engineering;
- Coastal engineering; and
- Environmental cleanup.

Although the State may retain public relations work in-house, the selected consultant team will coordinate, utilize, and support this effort, or may be asked to lead certain elements as needed.

The State has copies of the following documents for the consultant to review:

- Master Plan “Bainbridge Island Multi-Modal Ferry Terminal,” May 1998;
- Design Report “Bainbridge Island Ferry Terminal Near Term Dock Widening/Replacement,” May 1998; and
- Design Report “Bainbridge Island Ferry Terminal Near Term Projects Elevated Walkway, Passenger Overhead Loading, Pedestrian Connection to the existing City Trail,” May 1, 1998.

The above documents are available for review at the following address:

Washington State Ferries  
Terminal Engineering  
811 - 1st Avenue, Suite 300  
Seattle, WA 98104

Contact: Joel Colby, Project Management and Terminal Planning Manager, at 206-515-3702.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications and Availability of the Proposed Project Manager;
3. Key Team Members’ Qualifications and Availability (prime consultant and sub-consultants -- no more than 10 sub-consultants will be scored);
4. Teams Project Management Approach and Capabilities (prime consultant and sub-consultants);
5. Team Project Delivery Approach (prime consultant and sub-consultants);
6. Team’s Approach to Environmental Assessment and Permitting Highly Controversial and Complex Projects (prime consultant and sub-consultants);
7. Team’s Experience in Designing Multi-Modal Transportation Facilities; and
8. References/Past Performances (prime consultant).

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant review the definitions associated with the scoring criteria. Requirements and/or limitations are specified for the information requested. Points ranging from a low of zero to highs of 20, 25, 30, or 40 (maximum scores vary among the scoring criteria) may be awarded, depending upon the extent to which the consultant meets each scoring criterion.

### **Submittals**

Consultants are invited to submit Statements of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.



The submittal is limited to a total maximum number of twenty-five (25) typed sheets submitted on 8.5" x 11" single sided paper (single-sided meaning one side only of a single sheet of paper), the type size may be no less than 12 point. If charts and other graphics are included, the text within them must be readable.

Your Statement of Qualifications must be broken into two (2) separate packets: A and B. Your Statement of Qualifications for:

“Packet A” must clearly identify your firm name and the title of the Request for Qualifications on the cover and consist of:

- Your responses to Criteria 1 through 7.

“Packet B” must clearly identify your firm name and title of the Request for Qualifications on the cover and consist of:

- Your letter of transmittal;
- Your response to Criterion 8; and
- Your Submittal Information Packet forms, for both the prime and all sub-consultants on your proposed team.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

Unless your Statement of Qualifications meets the following requirements, it will be deemed non-responsive and therefore ineligible for further consideration for this work:

- Title of the Request for Qualifications on the cover of the submittal packets and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date and time.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful consultant signs the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, November 18, 2004:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2nd Floor



724 Quince Street SE  
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all state agency mail must be processed through an internal Campus Mail system before reaching its final destination. As such, submittals sent through the USPS must account for this added delivery time so that they are received by the Consultant Services Office by the specified due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147.

Any questions regarding technical aspects of this submittal should be directed to Mr. Hien Trinh, Project Marine Engineer/Project Manager for WSF at 206-515-3775.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, October 21, 2004 and Thursday, October 28, 2004.

Submittal Due Date: Thursday, November 18, 2004.